



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



ISMAEL AHMED
DIRECTOR

RE: CHILD CARE APPLICATION – CENTERS

Dear Applicant:

The following is information regarding application for a child care center.

Instructions and additional materials are included which will assist you in completing the application.

Please return all of the completed and required application materials with a check or money order (which is non-refundable) payable to the "State of Michigan" for the appropriate license application fee of \$150.00 for 1 – 20 children; \$200.00 for 21 – 50 children; \$250.00 for 51 – 100 children or \$300.00 for 101 + children to:

Michigan Department of Human Services
Cashier's Office
P.O. Box 30759
Lansing, MI 48909-8150

For additional information, please contact the Licensing Unit at (517) 241-2488 or Fax at (517) 241-1680.

Thank you.

Enclosures

**CHILD CARE CENTERS
LICENSING PROCESS**
Bureau Of Children And Adult Licensing
Michigan Department of Human Services

THE CHILD CARE LICENSING LAW

It is illegal in the State of Michigan to care for unrelated children in a group setting without being licensed. [1973 PA 116](#) and the [Administrative Rules](#) are the statutory base for the standards of child care centers in the State of Michigan. These are minimum standards by which programs are regulated. They do not guarantee high quality in child care. In signing the application you agree to comply with the Act and rules.

TIME FRAME FOR LICENSING PROCESS

As an applicant, you can expect the licensing process to take 3 to 6 months to complete **after** you submit a complete application packet. Individual circumstances may effect the actual time required to issue your license.

The amount of time required in issuing the license will depend upon completion of:

- Final approval from fire and health inspectors to meet minimum standards for compliance
- The center's compliance with the administrative rules and the statutory requirements

SITE SELECTION

A license is issued to a specific person or organization at a specific location. It is non-transferable and remains the property of the Department. Thus, an application to establish a child care center must be for a specific location. You may save time and money if (**before construction, purchase or lease of a building**) you:

- ~ Check with your local zoning board or other authority to obtain permission to operate a child care business.
- ~ Conduct a needs assessment or feasibility study to determine if you have chosen a viable location.
- ~ Contract with a qualified fire inspector for a fire safety assessment of your chosen site. The inspection will tell you if you need to make changes to the building. A listing of approved inspectors is enclosed.
- ~ New construction or renovation may require a plan review. (See below)

APPLICATION

Return to the Licensing Unit

- | | |
|--|---|
| 1. Child Care Application (BCAL-3970) | 4. Electronic Fingerprint Clearance (BCAL-1326) for applicant, each partner, officer, or manager of a child care center (see enclosure and utilize form BCAL-1326). |
| 2. Supplemental Information Child Care Center (BCAL-3601) | 5. Child Care Center Designee Form (BCAL-5003) (if applicable). |
| 3. Check or Money Order payable to the "State of Michigan" | |

Return to Your Local Licensing Office

Program Director Qualifications - To qualify as a program director, you must have at least 18 semester hours in early childhood education or child development. Transcripts are used to verify a minimum of 60 semester hours of credit from an accredited college or university. A Child Development Associate (CDA) credential or a Montessori credential may be an acceptable educational substitute to a degree. In addition to specific educational requirements, you may be required to verify the number of hours of experience you have in a child care program. Submit this information with a cover letter identifying the name and address of the proposed facility.

FACILITY INSPECTIONS

Fire and environmental health inspections are required. It is your responsibility to make arrangements for initial and any follow-up inspections and pay for any fees charged for these inspections

Child care centers located in structures built before 1978 must have a lead hazard risk assessment performed by a certified lead risk assessor. Any lead hazards identified shall be addressed as noted in the lead hazard risk assessment report.

FIRE SAFETY - Must be completed by a qualified fire safety inspector (list enclosed). For schools a report by the State Fire Marshal dated no earlier than 1973 is acceptable. The completed report is to be sent to the local licensing office.

ENVIRONMENTAL HEALTH - All original applications require an environmental health inspection. The Environmental Health Inspection Request is included in your application packet. Fees charged by the local health agency are your responsibility.

NEW CONSTRUCTION/RENOVATION/STRUCTURAL MODIFICATIONS

If you are constructing a new building, renovating a building, or making structural changes to an existing licensed building, inspections and approvals are required from the following prior to occupancy.

FIRE SAFETY - A plan review by the Office of Fire Safety is required. Contact your local licensing office.

ENVIRONMENTAL HEALTH - A plan review by the local health authority is generally required. Contact your local licensing office.

SUPPORTING DOCUMENTS, PLANS, AND POLICIES

When all application materials have been received and the environmental health and fire safety inspections completed, the licensing consultant will conduct an on-site inspection to assess compliance with all licensing rules. Technical assistance and consultation is provided. The following plans, policies, or documentation must be available for review per the rules indicated below:

- | | |
|---|---|
| a. Program Plans - R400.5106 | j. Staff Records and Staffing Plan - R400.5104b |
| b. Discipline Policy - R400.5107 (4) | k. Staff Training Plan - R400.5102a |
| c. Children's Records - R400.5111 | l. CPR & First Aid Requirements – R400.5102a |
| d. Emergency and Evacuation Plans – R400.5113a(1) | m. Plan of Indoor and Outdoor (including documentation that equipment complies with guidelines of the 1997 Handbook for Public Playground Safety) Use Space - to reflect compliance with R400.5116, R400.5117 |
| e. Equipment List - to reflect compliance with R400.5108 and R400.5117 | n. Health Care Plan - R400.5111b |
| f. Nutrition and Food Service - R 400.5110 | o. Daily Infant Record [Infant/Toddler Programs] - R400.5206 |
| g. Operational Policies - R400.5114 | |
| h. Screening Policy for Staff/Volunteers - R400.5102 (2), R400.5104, R400.5104a | |
| i. Before a center makes an offer of employment, the center shall perform a Criminal History Check (ICHAT) – MCL 722.115(d) | |

- ☐ **FAMILY – 6 or less**
☐ **GROUP – 7 to 12**
☒ **CENTER**

CHILD CARE APPLICATION
 Bureau of Children and Adult Licensing
 Michigan Department of Human Services

FOR DHS USE ONLY:

License Number:

Paid Amount:

Cashier:

☒ **ORIGINAL**
☐ **RENEWAL**
☐ **OTHER**

OFFICE:

Consultant/Staff:

COMPLETE FOR ALL APPLICANTS

Applicant Name (Last, First, Middle, Former or Maiden)			Social Security Number or Federal ID Number		
Applicant Name (If Joint)			Social Security Number		
Address (Street Number and Name)			Telephone Number ()		County
City	State MI	Zip Code	E-mail Address		
Have You Been Previously Licensed/Approved/Registered To Care For Children Or Adults? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, License No. _____					
Are You Currently Licensed/Approved/Registered To Care For Children Or Adults? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, License No. _____					
Have You Applied For Any Other License/Approval/Registration To Care For Children Or Adults? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Have You, Or Has Any Person That Will Be Assisting In The Care Of Children Or Living In The Child Care Home:					
• Been Convicted of an Offense Other Than A Minor Traffic Violation?			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
• A History Of Substantiated Abuse Or Neglect Of Children Or Adults?			<input type="checkbox"/> No	<input type="checkbox"/> Yes	

COMPLETE FOR CHILD CARE CENTER ONLY

Facility Name			Corporate Name/Sponsoring Organization Name		
Address (Street Number and Name)			Address (Street Number and Name)		
City	State MI	Zip Code	City	State MI	Zip Code
Telephone Number ()	County		Telephone Number ()	County	
Applicant's E-mail Address			Sponsoring Organization's E-mail Address		
Auspices Status (Check One) Governmental	<input type="checkbox"/> Local Government	<input type="checkbox"/> State Government	<input type="checkbox"/> State College/University	Send Mail To: <input type="checkbox"/> Center <input type="checkbox"/> Applicant	Corporate Status (Check One) <input type="checkbox"/> None <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit
	<input type="checkbox"/> County Government	<input type="checkbox"/> Community College	<input type="checkbox"/> Public School		
Non-Governmental (Check All That Apply)	<input type="checkbox"/> Church	<input type="checkbox"/> Parent Cooperative	<input type="checkbox"/> Private Funded Comm. Org.		
	<input type="checkbox"/> Privately Owned	<input type="checkbox"/> Employee Sponsors	<input type="checkbox"/> Private School/College		

COMPLETE FOR ALL APPLICANTS (Checked Boxes confirm statements have been read)

<input type="checkbox"/> I have reviewed 1973 PA 116 and the Administrative Rules regarding the operation of the child care organization indicated above, and if granted a license, certificate of approval, or certificate of registration, agree to comply with the Act and Rules. <input type="checkbox"/> In order to permit a proper determination of conformity with the rules, I give permission to the Michigan Department of Human Services to make a necessary and reasonable investigation of activities and standards of care and to make an on-site inspection of my facility and services. <input type="checkbox"/> I agree not to care for more children at one time than my licensed capacity states. <input type="checkbox"/> I certify that I have a high school diploma, GED certificate or equivalent (new family/group home applicants only).	<input type="checkbox"/> I hereby certify that I will notify the Department if I or any member of my household; or any person caring for children, has been arraigned for an offense specified in MCL 722.115(e), MCL 722.115(f) or has a history of substantiated child abuse or neglect. <input type="checkbox"/> I am aware of the legal provision that to operate a child care organization without a license constitutes a misdemeanor as stated in 1973 PA 116, Section 15. <input type="checkbox"/> I certify that any information I give in respect to the Department's investigation will be, to the best of my ability, true and correct. <input type="checkbox"/> I give permission to the Michigan Department of Human Services to contact persons, including those I give as references, in order to determine if I am in compliance with the Act and the Rules.
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Applicant/Representative Signature (If Corporation, Must Be Signed By Authorized Person.)	Title	Date
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Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.	AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: No license will be issued.
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SUPPLEMENTAL INFORMATION CHILD CARE CENTER

Michigan Department of Human Services
Bureau of Children and Adult Licensing

☒ ORIGINAL
☐ RENEWAL

Center Name		LICENSE NUMBER REQUIRED ▼ FOR RENEWALS ONLY ▼ _____
County	Today's Date	

Applicant's Name (Individual Sponsoring Organizations)

Email Address

ORGANIZATIONS WITH BOARD DIRECTOR

Chairperson/President's Name	Home Telephone Number	Work Telephone Number	
Home Address (<i>Street Number and Name</i>)	City	State	Zip Code
Secretary's Name Home	Home Telephone Number	Work Telephone Number	
Home Address (<i>Street Number and Name</i>)	City	State	Zip Code
Treasurer's Name	Home Telephone Number	Work Telephone Number	
Home Address (<i>Street Number and Name</i>)	City	State	Zip Code

CENTER PROGRAM DIRECTOR

Center Program Director's Name (<i>Last, First, Middle</i>)	Former or Maiden Name(s)	Home Telephone Number	
Home Address (<i>Street Number and Name</i>)	City	State	Zip Code

NOTIFY THIS OFFICE OF ANY CHANGES OF BOARD MEMBERS OR PROGRAM DIRECTOR.

LICENSE TERMS

Does the Center have (check one): <input type="checkbox"/> city water/sewage system <input type="checkbox"/> well/septic system (private) <input type="checkbox"/> combination city/private system			Child Capacity Requested:
Age Range (<i>Indicate all applicable</i>) <input type="checkbox"/> BIRTH TO 2 ½ YEARS <input type="checkbox"/> 2 ½ YEARS THROUGH 5 YEARS <input type="checkbox"/> 6 YEARS AND OLDER			
Specific Ages:	Specific Ages:	Specific Ages:	Year the Facility was Built:

PROGRAM INFORMATION

Operation Type (<i>Check all applicable</i>) <input type="checkbox"/> FULL DAY <input type="checkbox"/> PART DAY <input type="checkbox"/> BEFORE SCHOOL <input type="checkbox"/> AFTER SCHOOL <input type="checkbox"/> EVENING <input type="checkbox"/> OVERNIGHT		
Months of Operation (<i>Check one box only</i>) <input type="checkbox"/> YEAR-ROUND <input type="checkbox"/> SCHOOL YEAR <input type="checkbox"/> SEASONAL (Specific Months)		
Additional Program Components (<i>Check all applicable</i>) <input type="checkbox"/> ON SITE FOOD PREPARATIONS/MEALS <input type="checkbox"/> INFANTS <input type="checkbox"/> NIGHT-TIME CARE <input type="checkbox"/> SWIMMING <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> FIELD TRIP TRANSPORTATION		
Days and Time of Operation (indicate a.m./p.m.)		DIRECTIONS TO CENTER (<i>Indicate nearest intersection</i>)
Sunday	From: To:	
Monday	From: To:	
Tuesday	From: To:	
Wednesday	From: To:	
Thursday	From: To:	
Friday	From: To:	
Saturday	From: To:	

AUTHORITY: 1973 PA 116
COMPLETION: Is required.
CONSEQUENCE FOR NONCOMPLETION: Applicant cannot be licensed.

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Identix Identification Services has recently been merged with Integrated Biometric Technology, an L-1 Identity Solutions Company.

Schedule a Fingerprinting Appointment - Michigan

Welcome to L-1 Identity Solutions

Our goal is to provide the applicant a fast, simple, convenient, and professional fingerprinting experience. We understand that the sooner the background check process is completed, the sooner you can become licensed or employed. Here's how to get started:

1. Review the **list of locations for a facility near you**.
2. Have information with you, such as your agency's identification number and the reason you're being fingerprinted.
3. Click on the "**Schedule a Fingerprinting Appointment On-line**" link on the left or call us toll-free at 1-866-226-2952 (8am-5pm EST) to schedule an appointment.
4. Arrive at the facility at your appointed time.
5. Bring the following with you to your fingerprinting appointment: driver's license or other valid form of identification, your Michigan Livescan Fingerprint Request Form (from your employer/licensing agency), and the form of payment you selected when you made your appointment.
6. The technician will scan your fingerprints and submit your data. This normally takes less than five minutes.
7. You will receive a signed receipt at the end of your fingerprinting session which can be submitted to your agency for proof of fingerprinting, if needed.
8. The results will be sent directly to the agency responsible for employment or licensing from the Michigan State Police.

For more information or to schedule an appointment at a convenient location near you, please contact:

Integrated Biometric Technology

Phone: 1-(866) 226-2952

Web: **www.l1id.com**

Pay by credit card over the phone. Check or Money Order at time of appointment. No cash accepted.

Agency ID: 10971L

LICENSING RECORD CLEARANCE REQUEST INSTRUCTIONS

There are four purposes to this form:

1. Produce a Department of State Police check regarding the possible existence of a conviction record.
2. Produce a Department of Human Services Central Registry File check regarding the possible existence of a substantiated child abuse or neglect record.
3. Produce a BCAL Files check against current or previous licensee status of the applicant in any county of the state.
4. **Day Care Applicants Only:** Live Scan Fingerprint Request is required for applicant, licensee, and/or program director. Refer to enclosed information regarding locations to conduct fingerprinting. The Licensing Record Clearance (BCAL-1326) must be taken with you at the time the FBI fingerprint is conducted. **Note: The TCN# will be filled in by the Fingerprint Specialist and must be inserted prior to submitting application to BCAL.**

The existence of a conviction record or a substantiated child abuse or neglect record does not necessarily disqualify an applicant for licensure. However, it does provide the Agency with information, which will be carefully evaluated by licensing staff.

A failure on the part of an applicant to provide BCAL with the information and authorization requested on this form may be sufficient cause to deny issuance of a license.

AUTHORITY:	1973 PA 116 1979 PA 218	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
COMPLETION:	Required	
CONSEQUENCE:	Licensure may be denied.	

LICENSING RECORD CLEARANCE REQUEST STATE OF MICHIGAN

Department of Human Services
Bureau of Children and Adult Licensing

DIRECTIONS FOR COMPLETING FORM: <ul style="list-style-type: none"> • Please read the accompanying instructions before completing this form. • Please type or print CLEARLY so that the information completed can be read. • Mail completed form to BCAL Central office. 				LIVESCAN FINGERPRINT REQUEST <i>This section for day care only.</i> Agency ID: 10971L TCN# _____ (MUST BE FILLED IN PRIOR TO RETURNING) Date Fingerprinted: _____ Type of Picture I.D. presented: _____ DCL(Day Care License)				
SECTION I: REQUESTOR INFORMATION (Must be completed by licensing consultant/worker) Licensing Consultant/Worker Name, Address and Phone Number <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> </div> <div style="width: 45%;"> Department of Human Services Bureau of Children and Adult Licensing 7109 W. Saginaw, 2nd Floor P. O. Box 30650 Lansing, MI 48909-8150 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <input type="checkbox"/> </div> <div style="width: 45%;"></div> </div> </div>								
LICENSEE/APPLICANT NAME			County		LICENSE NUMBER (If assigned)			
LICENSE/APPLICATION TYPE <input type="checkbox"/> Family/Group Child Care Home <input checked="" type="checkbox"/> Child Care Center <input type="checkbox"/> Institution/Agency <input type="checkbox"/> Camp								
THE PERSON BEING CLEARED IS: <input type="checkbox"/> Adult Member of Household (specify relationship to licensee): <input type="checkbox"/> Applicant <input type="checkbox"/> Licensee/Licensee Designee <input type="checkbox"/> Administrator <input type="checkbox"/> Responsible Person (In charge of daily operations) <input type="checkbox"/> Director/Program Director								
SECTION II: CLEARANCE INFORMATION (To be completed by applicant or other person to be cleared – If more than one person is named on the application, each is to complete a BCAL-1326)								
NAME (Last, First, Middle Jr., II, etc.)			SEX	BIRTH DATE		SOCIAL SECURITY NUMBER		
MARITAL STATUS <input type="checkbox"/> SGL <input type="checkbox"/> MAR <input type="checkbox"/> DIV		ALSO KNOWN AS (Aliases, Maiden Name, Previous Married Name(s))			MICHIGAN DRIVERS LICENSE NUMBER			
ADDRESS (Street Number and Name)				HOW LONG HAVE YOU LIVED IN THIS STATE? COUNTY?		RACE		
CITY		COUNTY	STATE	ZIP CODE	PHONE NUMBER		HEIGHT	WEIGHT
<ul style="list-style-type: none"> • I am aware that Michigan Department of State Police records will be checked for information regarding criminal convictions under authority of the Good Moral Character Statute. • I am aware that the Department of Human Services Central Registry will be checked for information concerning substantiated child abuse and neglect. • I certify that the information I have given on the form is, to the best of my ability, true and correct. • The Department may perform this check at any time while I am licensed. 								
HAVE YOU EVER BEEN CONVICTED OF A CRIME, FELONY OR MISDEMEANOR? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, explain) Type, Location, and Date of Conviction(s)								
SIGNATURE OF PERSON TO BE CLEARED						DATE		

SECTION III: CENTRAL RECORDS CLEARANCE (BCAL Use Only)			SECTION IV: CONVICTION CLEARANCE		
PREVIOUS LICENSE? <input type="checkbox"/> NO <input type="checkbox"/> YES		LICENSE NUMBER	INITIALS/CLEARANCE DATE		
IS PROTECTIVE SERVICES INFORMATION ON FILE? <input type="checkbox"/> NO <input type="checkbox"/> YES			INITIALS/CLEARANCE DATE		
IS MICHIGAN PUBLIC SEX OFFENDER REGISTRY (PSOR) INFORMATION ON FILE? <input type="checkbox"/> NO <input type="checkbox"/> YES			INITIALS/CLEARANCE DATE		
Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc. are the responsibility of the REQUESTING AGENCY. MSP will charge for second requests due to incorrect fingerprint reason.					

If you have multiple individuals in the home that will require additional forms, please print additional copies of this form before filling it out.

MEDICAL CLEARANCE REQUEST
Michigan Department of Human Services
Bureau of Children and Adult Licensing

APPLICANT/LICENSEE INFORMATION

Facility/Home Name		License Number	
Facility/Home Address (Street Number and Name)	City	State	Zip Code

PLEASE
MAIL TO
➔

Licensing Consultant (Name, Address, Phone)

Department of Human Services
Bureau of Children and Adult Licensing
7109 W. Saginaw, 2nd Floor
P.O. Box 30650
Lansing, MI 48909-8150

License Application Type

- ☐ Adult Foster Care (24-Hour Care)
☐ Child Foster Care (24-Hour Care)
☒ Child Care (Less Than 24-Hour Care)
☐ Capacity _____

PATIENT INFORMATION (To be Completed by Patient) (Please Print or Type)

Name (Last, First, Middle, Jr., II, etc.)	Date of Birth	Social Security Number	Telephone Number
Address (Street Number and Name)	City	State	Zip Code

RELEASE OF INFORMATION (To be Completed by Patient)

I authorize the release of medical information concerning me to the care facility listed above and to the Michigan Department of Human Services, Bureau of Children and Adult Licensing, for the purpose of determining my suitability to provide or be associated with the care of children/dependent adults.	Date
	Patient's Signature
	Physician's Name (Please PRINT or TYPE)

MEDICAL INFORMATION (To be Completed by Physician)

- This individual is, or will be, employed in a child/dependent adult care setting.
- It is necessary to establish that those providing care are in such physical and mental condition and health as not to adversely affect the health or safety of a child/dependent adult and the quality and manner of his/her care.
- To assist us in this determination, you are being asked to answer the following.

Has this Person Been Tested for T.B.? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes ➔	Date Tested	Test Type <input type="checkbox"/> Skin Test <input type="checkbox"/> X-Ray	Results <input type="checkbox"/> Positive (Explain in Comments) <input type="checkbox"/> Negative
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How would you describe the patient's general physical/mental condition and health? (Use Comments section for explanations)

- ☐ No physical/mental condition or health problem exists that would limit the ability to work with or around children/dependent adults.
- ☐ Physical/mental condition or health problem exists that would not limit the ability to work with or around children/dependent adults. Explain in Comments if reasonable accommodation may be needed.
- ☐ Physical/mental condition or health problem exists which would affect the ability to work with or around children/dependent adults, with or without reasonable accommodation.

Comments (Please use back of this form if additional space is needed.)

Would you like to be contacted by the licensing consultant regarding your recommendation? ☐ Yes ☐ No

Physician's Signature	Signature Date	Telephone Number	Examination Date
Address (Street Number and Name)	City	State	Zip Code

AUTHORITY: 1973 PA 116
1979 PA 218
RESPONSE: Voluntary
PENALTY: Application for licensure may be denied.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

Department of Human Services
Bureau of Children and Adult Licensing

If your organization wishes to do this, the legally responsible person (board president, superintendent, owner, etc.) must complete this form, designating another person as the representative for the licensee.

shall be legally responsible to represent the licensee in all licensing matters.

Name of Owner or Organization Head	Position
<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="width: 45%; text-align: center;"> <hr/> Signature </div> <div style="width: 45%; text-align: center;"> <hr/> Date </div> </div>	

Authority: 1973 PA 116 Completion required if you wish to designate another person as representative	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
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STAFFING PLAN: CHILD CARE CENTERS

State of Michigan

Department of Human Services
Bureau of Children and Adult Licensing

List information for all staff and volunteers in the program.

Facility Name: _____

License Number: _____

Signature: _____

Title: _____ Date: _____

(Licensee or Authorized Designee)

Name	Position	Date of Hire	Work Schedule		Date of		Date of Completion				Date of Staff Screening		
			Days	Times	TB Test	Physical	CPR		First Aid	Blood-Borne Path	CPS	Fingerprint/ ICHAT*	Signed Abuse/ Neglect Statement
							Infant	Adult					

*Electronic fingerprint clearance is required by program director and licensee only. ICHAT required for all other center staff.

Authority: 1973 PA 116	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
Completion: Mandatory	
Consequence: Failure to provide requested information may result in license denial	

You may copy this form if you need additional sheets.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

DAVID C. HOLLISTER
DIRECTOR

Revised **08/27/07**

Directory of
Independent and Local Qualified Fire Safety Inspectors
For
Child Day Care Centers

Importance of Fire Safety

Fire safety inspections are a necessary part of the licensing process. It is a means of assuring that the building used for a child care center is in compliance with essential fire safety requirements for licensure.

Procedures for Requesting Fire Safety Plan Reviews (new construction, additions, remodeling)

Plan reviews will be provided by the Bureau of Fire Services, Child Care Section, at no cost to the applicant or licensee. Information on plan submittals and the application form can be obtained at www.michigan.gov/bfs, then click on "forms and publications" on the left side of the screen, then look for "child care centers, institutions and camps-submitting plans: and "child care centers, institutions and camps-application". Plans do not require the seal of a registered architect or engineer unless the cost of the project, including labor and materials, exceeds \$15,000. If necessary, the Child Care Section can be contacted at 517-335-3529.

Procedures for Requesting Fire Safety Inspections (conversions, consultations)

Fire safety inspections for conversions, consultations and, if required, existing licensed child care centers are to be obtained by the applicant or licensee from one of the individuals on the below "Approved Independent Qualified Fire Inspectors" list.

However, if the proposed or licensed child care center is located within a city that has signed an agreement with the state to conduct fire safety inspections for licensure, within their jurisdiction only, one of their listed qualified fire inspectors may be contacted. These departments are identified below on a separate "Local Fire Prevention Authority" list.

Licensees are to arrange or contract with a qualified fire safety inspector, and, are responsible for any costs of obtaining the inspection. The Department of Human Services will not accept a fire safety inspection report from any other authority, individual or organization that is not on the current applicable list.

If you have further questions regarding this program, please contact your licensing consultant.

Approved Independent Qualified Fire Inspectors

A list is available on the web of [independent qualified fire inspectors](#) approved by the Bureau of Fire Services to conduct fire safety inspections for conversions, consultations and, if required, existing licensed child care centers. The list has been arranged geographically starting in the Upper Peninsula.

Environmental Health Inspections

Please read this before proceeding any further

You must use the enclosed Environmental Health Inspection Request (BCAL-1787) to arrange this inspection through your local health authority.

In order to determine which health inspection agency you will need to send the Environmental Health Inspection Request (BCAL-1787) to, please refer to www.michigan.gov/mdch and click on the right hand side on "Local Health Department Map" and click on the county your center is located in. Fill in section 6 on the Environmental Health Inspection Request (BCAL-1787) with the name and address of the health inspection agency.

Complete Section 13 - 25 on the Environmental Health Inspection Request (BCAL-1787). If these sections are not filled out, the form may be returned to you.

This inspection will be at your expense. Contact your local health authority to verify the cost of the inspection.

If you have additional questions about the need to request a health inspection, please contact your local health department or call 1-866-685-0006.

ENVIRONMENTAL HEALTH INSPECTION REQUEST

Michigan Department of Human Services

MOST LOCAL HEALTH DEPARTMENTS CHARGE AN INSPECTION FEE. YOU ARE ADVISED TO CONTACT THE LOCAL HEALTH DEPARTMENT TO DETERMINE THE AMOUNT OF THE FEE.

IF YOU INTEND TO MAIL THIS FORM TO THE LOCAL HEALTH DEPARTMENT, PLEASE ENCLOSE THE REQUIRED FEE AND COMPLETE ITEMS 4, 13 – 25: ITEMS 1 – 3 AND 5-12 TO BE COMPLETED BY LICENSING WORKER/CONSULTANT.

<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"><div style="position: absolute; top: 10px; left: 10px;">Department of Human Services Bureau of Children and Adult Licensing 7109 W. Saginaw, 2nd Floor P. O. Box 30650 Lansing, MI 48909-8150</div></div>		1. License Number
		2. Expiration Date
		3. Status of License
		4. Proposed/Current Capacity <div style="display: flex; justify-content: space-between; font-size: small;"><input type="checkbox"/> 1-20<input type="checkbox"/> 21-50<input type="checkbox"/> 51-100<input type="checkbox"/> 100+</div>
6. Name and Address of Health Inspection Agency		5. Please return the completed inspection report by this date:
		HEALTH DEPARTMENT TELEPHONE NUMBER
7. Water Supply and/or Sewage Disposal (Use BCAL-1788) <div style="font-size: small;"><input type="checkbox"/> Foster Family Home (1-4 children) <input type="checkbox"/> Foster Family Group Home (5-6 children) <input type="checkbox"/> Family Child Care Home (1-6 children) <input type="checkbox"/> Group Child Care Home (7-12 children) <input checked="" type="checkbox"/> Child Care Center</div>		9. Reason for Inspection <div style="display: flex; justify-content: space-between; font-size: small;"><div><input type="checkbox"/> New Application <input type="checkbox"/> Reinspection <input type="checkbox"/> Renewal Inspection <input type="checkbox"/> Complaint (Specify in No. 24)</div><div><input type="checkbox"/> Relocation <input type="checkbox"/> Addition/Plan Review <input type="checkbox"/> Proposed New Construction/ Plan Review <input type="checkbox"/> Other (Specify in No. 24)</div></div>
8. Water Supply and/or Sewage Disposal and General Sanitation and Safety (Use BCAL-1788 and BCAL-1789) <div style="font-size: small;"><input type="checkbox"/> Child Caring Institution <input type="checkbox"/> Children's Camp <input type="checkbox"/> Child Care Center <input type="checkbox"/> Special Request (explain in No. 24)</div>		10. Return Completed Inspection Report to (NAME OF AGENCY). Call 866-685-0006 for local office.
		11. Name of Licensing Worker <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>
		12. Address of Licensing Worker/Consultant (Number, Street) <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="border-bottom: 1px solid black; width: 60%;"></div><div style="border-bottom: 1px solid black; width: 35%; text-align: right;">Zip Code</div></div>
13. Name of Facility		23. Directions to Facility From Nearest Major Intersection
14. Name of Administrator/Contact Person		
15. Address of Facility (Number, Street)		
16. City	17. Township	24. Comments
18. County	19. Zip Code	
20. Facility Telephone Number	21. Alternate Telephone Number	
22. Date of Last Environmental Health Inspection		
25. To be completed by license applicant/licensee: I request the health authority to conduct an environmental health inspection that is in accordance with the Sanitarians' Field Manual for Environmental Health Inspections of Facilities Licensed by the State of Michigan Department of Human Services of the facility indicated in box 13 of this document. <div style="text-align: right; margin-top: 20px;"><div style="border-bottom: 1px solid black; width: 40%;"></div>Signed<div style="border-bottom: 1px solid black; width: 40%;"></div>Date</div>		
26. L.H.D. Use Fee Amount \$ <div style="border-bottom: 1px solid black; width: 150px;"></div> Payment made by check (# <div style="border-bottom: 1px solid black; width: 100px;"></div>), cash, other <div style="border-bottom: 1px solid black; width: 150px;"></div> Received by <div style="border-bottom: 1px solid black; width: 200px;"></div> Date <div style="border-bottom: 1px solid black; width: 100px;"></div>		
Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.		AUTHORITY: 1973 PA 116 COMPLETION: Voluntary NON-COMPLETION: No license will be issued